

<b>CSG</b> <b>Client Services</b> <b>Guide</b>	<b>Date</b> <b>Issued</b>  3/22/10	<b>Subject</b>  <b><i>On-The-Job</i></b> <b><i>Training (OJT)</i></b>	<b>On-The-Job</b> <b>Training</b>
			<b>Section</b>  <b>1300</b>

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# CHAPTER 13 – ON-THE-JOB TRAINING

## 1300 ON-THE-JOB TRAINING (OJT)

### 1300.1 Federal Regulations

[34 CFR 361.48](#) – Scope of Services

#### State Rules

[5 CSR 90-5.440](#) – Training

[5 CSR 60-900.050](#) – Guidelines for Training Programs

### 1300.2 Best Case Practice

#### 1300.2.1 Purpose/Initial Considerations

- On-the-job training (OJT) may be provided to assist clients with the acquisition of specific skills, as taught by employers in “established businesses”.
- An "established business" is one which has:
  - demonstrated the capability of teaching the specific skill sought;
  - the experience and stability to actually complete the training; and
  - the reasonable possibility of employing the client following training.
- OJT may be considered for clients who are otherwise “job-ready” when:
  - The skills required for the vocational objective can be gained through practical work experience
  - There is a high likelihood of continued employment
  - Actual job experience is more relevant than formal training
  - It is the most suitable training for the client’s learning style
  - Intensive, long-term supported employment services are not required to reach a successful employment outcome

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### 1300.2.2 Informed Choice

- Informed choice should be provided and documented as follows:
  - Vocational goal selection
  - Other training options
  - Selection of OJT vs. other related training

### 1300.2.3 Determining OJT Fees

- OJT fees may be provided without establishing financial need.
- Secondary services (tools, transportation, uniforms, etc.) to successfully complete OJT are based on financial need.
- Employers offering OJT opportunities should provide:
  - liability coverage
  - at least monthly progress reports
  - proper equipment and supplies
  - sufficient work to ensure practice for the client to reach proficiency
  - sufficient daily training time to allow necessary skills to be developed
  - employment following completion of training
- The cost of an OJT may vary depending on the complexity and length of the program established, and negotiated with the employer on an individual basis.
- As the client gains experience, OJT training fees paid to the employer should decrease.
- Consider the following when establishing the rate of payment for an OJT, and seek additional guidance from the District Supervisor or Regional Manager:
  - Does this position require highly technical or advanced skills (i.e. welding, automotive repair/detailing, etc.)?
  - What training is required for other employees hired in this same position?
  - How long does it usually take for other employees hired in this same position to learn the job?
  - What is the rate of pay for untrained employees hired in this position?
  - What is the rate of pay for trained employees in this position?

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### **1300.2.3 Determining OJT Fees (continued)**

- What are training costs at other comparable training sites for the same trade (cost-effective training guidelines)?
- Inform the employer that OJT fees are provided to assist with the cost of training, not to reimburse the employer for part of the client's wages.
- When considering OJT, refer to the "Paid OJT IPE" in MoRIS for guidance in establishing the rate/length of payment.

### **1300.2.4 Coordinating OJT and Provider Services**

- Providers may assist with the development of OJT, but the specifics and rate of payment must be negotiated by the VR counselor, employer, and client.
- When a provider has made the initial employer contact for an OJT, while the client is participating in employment outcome services (EOS) or CES Job Development:
  - milestone payments for EOS, or CES Job Development fees can be paid to the provider in addition to the employer OJT fees
  - the case would remain in Status 18 until the OJT is completed
  - if EOS is authorized, the retention portion (milestone 3) would not be paid until 90 days after the OJT has ended
- OJT should **not** be provided concurrently with Supported Employment job coaching, CES job coaching or Supports Case Management.

### **1300.3 Procedure**

- Document informed choice and why OJT is required.
- OJT is not based upon financial need.
- Secondary services are based on financial need, and appropriate documentation should be in the financial section of the case file.
- Meet with client to review/sign the "Paid OJT IPE", including responsibility addendums, and prepare authorization.
- The District Supervisor will review and approve all initial plans prior to service and will approve all plans for services costing \$10,000.00 or more. *Exception: Assistant Supervisor and counselor IV will be exempt from these plan reviews.*

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### 1300.3 Procedure (continued)

- Complete the “Counselor Comprehensive Assessment” form in MoRIS, if this is an initial IPE.
- Make Status 12 move, when appropriate no later than five days after initial IPE has been signed and approved.
- Follow current Ticket-To-Work Procedure, when appropriate.
- Move case to Status 18 after verification the client started OJT.
- Follow up with the client by phone or in person at least monthly, to ensure client satisfaction, and progress toward a successful employment outcome.
- A progress report should be sent at least monthly, by the employer, and filed in the academic and vocational information section of the case file.
- Move to Status 22 upon completion of OJT.
- Close Status 26 when the client has been successfully employed without any type of OJT fees for 90 days, and VR has contacted the client to verify job satisfaction. The case file must reflect substantial services leading to a positive employment outcome.

### 1300.4 Authorization and Billing

- For employers who do not have a state vendor number ([CSG 710](#)), one will need to be obtained.
- When authorizing OJT fees, utilize the 99999999 fee number and enter Service Code 55 for On-The-Job Training.
- Equipment/tools provided in association with an OJT should be authorized to the appropriate vendor utilizing the 99999999 fee number as follows:
  - Service Code 57: Training Equipment – Inventory
  - Service Code 58: Training Equipment - Non-inventory
- A monthly progress report must accompany the bill before it may be processed for payment.